



# Transitioning Agency Checklist

## Supply Chain Management (SCM)

#	TASK	✓
1	The Agency needs to submit all existing contract information to VITA SCM on the spreadsheet provided. A review of this spreadsheet will result in a request for hardcopies or files related to transitioning contracts. Submission of these contracts will need to be completed prior to transition so that invoices can be processed promptly.	
2	The Agency needs to determine who will enter requisitions for IT Goods and Services	
3	Each Requisitioner will need an eVA ID and password (Contact your Agency's eVA representative at DGS/DPS)	
4	Each Agency must determine who will approve requisitions. This information is needed to determine electronic workflow and will need to be communicated to DGS/DPS.	
5	All Approvers will need eVA IDs and passwords. (Contact your Agency's eVA representative at DGS/DPS)	
6	Requisitioners and approvers will need to be trained to use eVA. DGS/DPS will schedule training classes for those needing training prior to transition.	
7	Agency will need to determine workflow and system(s) of choice <ul style="list-style-type: none"> <li>a. Utilize existing systems with an interface to eVA, or</li> <li>b. Direct entry to eVA with approval workflow in eVA</li> </ul>	
8	The Agency needs to define a receiving workflow in order to enter proper receipt of goods and services into eVA	
9	Based on workflow choices, internal system changes or interfaces may need to be built or modified by the agency. These need to be complete and tested prior to transition.	
10	The Agency and DGS need to assure all valid "ship-to" addresses are pre-registered or loaded into eVA	
11	Agency, in conjunction with DGS, needs to set up default cost centers/accounting codes to be used by eVA to ensure proper VITA billing	
12	Agency, in conjunction with DGS, needs to determine eVA reporting requirements for validation of the VITA bill.	
13	The Agency needs to identify the VITA billing contact (AITR by default) and the process for reconciling with eVA reporting and the processing of payment to VITA.	
14	The Agency should cancel any agency Procurement Cards (AMEX) issued to employees transitioning to VITA. Employees should apply for VITA Procurement Cards as appropriate.	
15	The Agency and DGS need to assure all valid "ship-to" addresses are pre-registered or loaded into eVA	